TRANSPORTATION DISTRICT 2

Dedicated people creating transportation solutions through innovation and exceptional service.

TECHNICAL BULLETIN

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FIT Traffic Inconvenience Records

Please pass the following information on to all construction field staff.

As the construction season begins, there will be an increasing number of road closures and restrictions going into affect. Because of the commitments made for oversized/overweight permits, field staff are reminded that they need to complete their Field Information Tracking (FIT) Traffic Inconvenience records for all restrictions/closure on their project. The records should be completed and sent 15 days prior to the start date of the restriction/closure. The information is used to facilitate creation of the State Highway Construction map that is updated weekly, and for the DMV oversized/overweight permit processing. All records sent prior to 12:00 noon will be processed that day.

If you create any FIT Traffic Inconvenience Restriction/Closure records where the "Start Date" is less than 15 days from the date of your closure, you must notify the following individuals at the DMV by email: Kathleen Nichols, Mary Kay Thibodeau, Sandy Mace, Gayle Maerz, and Janice Hook. At the following e-mail addresses:

kathleen.nichols@dot.state.wi.us; marykay.thibodeau@dot.state.wi.us, sandy.mace@dot.state.wi.us; gayle.maerz@dot.state.wi.us; janice.hook@dot.state.wi.us

A sample of standard language to be used for the email body is as follows:

"A new Restriction/Closure record has been created and sent for Route ____ beginning at intersection _____ and ending at intersection ___, in ______ County, scheduled to start on _____. You may contact ___(your name)_____ at __(phone)___ if you have any questions."

This message will enable the DMV to check for any oversized/overweight permits previously issued on the route, and avoid any conflicts on your project.

Inside this issue:

Transportation District 2

WISDOT District 2
141 NW Barstow St.
PO Box 798
Waukesha WI 53187-0798
Phone 262 548-8799
Fax 262-548-6465
E-Mail: dtd2techbulletin@dot.state.wi.us
Visit our Web Site
http://dtd-d2
Click on the Technical Bulletin Link

INCREASING PRODUCTIVITY

Fast Track PS&Es

Designers need to be aware that Fast Track projects need to be submitted to Madison no later than 12:00 noon on the Fast Track PS&E date. The Fast Track schedule compresses the time frame in Madison for bidability review of projects. Projects submitted later than 12:00 noon run the risk of being delayed. The fast track process is described below:

Fast Track Process

Purpose: Provide a "fast track" process for a subset of lower tier – non federal oversight projects (see Lower Tier List below) that allows for streamlining the existing quarterly PS&E Submittal Process. This system will allow for a PS&E submittal for qualifying projects 12 weeks prior to letting date.

LOWER TIER LIST – Non Federal Oversight

Resurfacing*
Pavement Replacement*
Reconditioning*
Bridge Rehabilitation*
Bridge Replacement*
Miscellaneous Minor Projects, (HES, Operations (Traffic) type projects, etc.)

* See definitions of these classifications of projects in FDM Procedure 3-5-2

Details

Initial Identification of projects:

- Will be done by the districts or local agency during the initial scoping prior to the start of the design process, on a project-by-project basis.
- The FDM will outline the details of this process including examples of the types of projects that a designer or planner should typically consider when using this process.
- The process will NOT be limited to projects that have no involvement with real estate, utilities, environmental concerns, R/R, etc. The FDM guidance will suggest that involvement in these items should be minor. The FDM will also remind the designer that this process does not waive the normal steps that must be followed for these items.
- The letting date would be set as per the usual process and the PS&E date would be set 12 weeks prior to this letting date (instead of being given the normal quarterly PS&E submittal date) and both dates entered into FIIPS. (**This must be done prior to the normal quarterly submittal date.)**

Design Study Report
At the time of the Design Study Report these projects will be identified in the DSR as Approved for "fast track" (i.e. they still meet the conditions required).

Pre-PS&E Review
If the project requires a Central Office pre-PS&E review by the Bureau of Highway Operations for traffic signals, traffic control issues, lighting, etc. or a Bureau of Highway Development plan review, that review needs to be completed prior to submitting the PS&E and the plan letter matrix submitted with the PS&E needs to be completely filled out. If PS&E's are submitted with the above items incomplete, this as an incomplete PS&E submittal and the proposal will be moved to a letting in the next quarter

Fast Track PS&Es (continued)

<u>PS&E</u>
At PS&E time, the project must be "clear" in all categories (i.e. environmental, Real Estate, Utility, R/R, Hazmat/waste).

The definition of "clear" is as follows:

- All PS&E Documents complete and submitted to BHC by PS&E Date with all BHD & BHO reviews (if required) completed and documented on the Summary of Review Documentation in the plan letter.
- <u>Environmental Clear</u>-All Environmental Documents Approved and all permits issued (COE, DNR, Coast Guard, etc).
- <u>Real Estate Clear-</u> Status 1 real estate certification which means all necessary rights-of-way, including control of access rights when pertinent, have been acquired including legal and physical possession.
- <u>Utility Clear-</u> Utility Status Report has been completed showing all coordination has been completed; all utility parcels have been cleared; and all Trans. 220 Timelines met (if applicable).
- <u>R/R Clear-</u> R/R Stipulation or R/R Agreement Signed
- <u>Hazardous Materials</u>- There has been a determination made that hazardous materials/waste will not be encountered during construction (exception being bridge painting projects).

<u>**IF IT IS NOT "CLEAR" AT PS&E TIME, THE PROJECT WILL AUTOMATICALLY BE REMOVED FROM THE LETTING SCHEDULED AND ASSIGNED THE NEXT QUARTERLY PS&E SUBMITTAL DATE.**</u> It will be assigned a letting date within that next quarter, therefore delaying the project 3 to 5 months depending on what letting month it came from and what letting month it will end up in. This delay may result in a project being delayed one full construction season if there are DNR construction windows, or commitments for locals, festivals, detours, etc. For this reason, projects selected for fast track processing have a better chance of being let on time if they don't have extensive environmental, real estate, utility, railroad, or hazardous material involvements.

Project Estimate Updates

Designers and Project Managers need to update project estimates at the 30%, 60% and draft PS&E milestones. Along with these milestones, project estimates now need to be updated in February and August of each year, prior to the snapshot in order to have accurate data for managing the improvement programs. This should be done regardless of the stage the project is in. Having this data accurate provides stability in the improvement programs and reduces the potential of projects moving to new let dates.

At PS&E time, the project must be "clear" in all categories…

General Notes Update

Per FDM 15-1-5, designers no longer need to add the tack coat note: "*Tack coat shall be placed between all layers of asphaltic surface at the rate of 0.025 gallons per square yard"* to the General Notes in the plan. This information is now mentioned in the Standard Specifications.

If your project includes a new structure or rehabilitation of an existing structure where new parapets are part of the work, designers should add the note *"The Wisconsin Department of Transportation will furnish the contractor a monument which shall be set in the structure as designated by the engineer in the field"*. Construction staff should contact Wayne Hartling at (262)548-5957 or by email at wayne.hartling@dot.state.wi.us to obtain the required monuments and verify the desired location in the parapet.

Procedure to Establish New Property Corners

Reprint of JULY/AUGUST 04 TECH BULLETIN

Procedure to Establish New Property Corners

Following the submittal of the Preliminary Right of Way Plat to Real Estate and prior to the Relocation Order, the Project Manager schedules a "Property Pipe Meeting". This meeting should include the following individuals:

- Project Manager
- Lead Real Estate Agent
- Plat Preparer (In-House or Consultant)
- Survey Coordinator

(This meeting could utilize a conference call.) The meeting attendees will review the plat and determine the best method to establish new property corners on the project. The identification of a method should consider cost effectiveness, staff availability, and practicality. Two basic methods should be considered:

Method 1: **Property owner hires a RLS** – The Project Manager sends a letter to each identified property owner. The letter explains a procedure for the property owner to follow to obtain the services of a RLS to establish the new corners. Timing and cost reimbursement is addressed in the letter. An estimate of the associated RLS cost is established during the meeting and the Real Estate agent includes that cost as part of the Relocation Order estimate (a future additional parcel cost). (A form letter for Method 1 is available in the N3;PDS/forms/Public Involvement/private set letter.)

Method 2: **District obtains the services of a RLS** – The property pipes will be established on identified parcels utilizing a District 2 RLS Design Master Consultant Contract. For this method a consultant work order will be developed and billed to the design I.D. number. The Project Manager will send a letter to notify each identified property owner. (A form letter for Method 2 is available in the N3:PDS/Forms/Public Involvement/state set letter.)

In addition to the above, the Real Estate Property Owner Notification letter has been modified to include language that will ask the property owner to identify any CSM, Plat of Survey, etc. that may be available for the impacted parcel. The early identification of survey documents may aid in the future establishment of new property corners on the parcel.

Implementation: These Guidelines should be used on all District 2 Preliminary Plats completed after July 1, 2004. Projects with plats processed prior to July 1, 2004 should be considered on a case by case basis (consider conducting a "Property Pipe Meeting" to determine applicability).

Field Locating Utilities

Early in the design life of a project, designers need to coordinate with Digger's Hotline, or directly with the utility owner if not a member of Digger's Hotline, to locate all utilities within the project limits. FDM Chapter 18-10-10 states:

From information provided by the utility companies at the operational planning meeting, it is recommended that the project designer assemble a composite utility map showing general locations of known utilities along the project. This composite map can be a useful reference as the project is being developed to determine areas of potential conflict. Utility locations shown on the plan must be field located and not based solely on system maps.

The designer should recognize that the accuracy and reliability of utility system maps varies with the type of utility involved. This is especially true for underground facilities.

Designers should also discuss utility survey needs during the scoping meeting.